

[Name of Entity/Letter Head]

[Date]

Mr. Alvin K. Bingham
Supervisor
Affirmative Action/Contract Compliance Unit
Commission on Human Rights & Opportunities
21 Grant Street
Hartford, CT 06106

RE: [Project Name]
Affirmative Action Plan

Dear Mr. Bingham:

Enclosed please find the following documents in connection with the Affirmative Action Plan:

Affirmative Action Plan & the following exhibits:

- 1.}
- 2.}
- 3.} list all exhibits.
- 4.}
- 5.}

I trust that the above documents are acceptable. If you have any questions or need further clarification please do not hesitate to call me at (____) ____-____.

Very truly yours,
[Name of Entity]

By: _____
(Name & Title)